

Transmittal of Paperless Schedules K-1 (565 or 568) on CD, Diskette, or Cartridge

Complete the following information and send it with your files. If this form does not accompany the CD, diskette, or cartridge, or is not complete, the K-1 files cannot be processed and will be returned to the sender.

Taxable Year Beginning (MM/DD/YYYY) _____	Taxable Year Ending (MM/DD/YYYY) _____
Type of file: <input type="checkbox"/> Original <input type="checkbox"/> Replacement <input type="checkbox"/> Amended K-1s <input type="checkbox"/> Short Period K-1s <input type="checkbox"/> Test	

Transmitter Information

Preparer Information (if other than Transmitter)

FEIN:	Name:
Name:	Address:
Address:	City, State, ZIP:
City, State, ZIP:	Phone Number: () -
Phone Number: () -	

Type of Media File Submitted: ☐ Schedules K-1 (565) ☐ Schedules K-1 (568)

Partnership or LLC Information

List names of partnerships or LLCs reported on your CD, diskette, or cartridge.			
	Partnership or LLC Name	FEIN	Number of K-1s
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

GRAND TOTAL OF K-1s =

Media Characteristics

Name and phone number of software provider:			
CARTRIDGES	Media No.	External Label No.	CD or DISKETTE
Internal Header Labels:	1 of		ZIP Files
<input type="checkbox"/> Yes <input type="checkbox"/> No	2 of		
Recording Mode:	3 of		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> EBCDIC <input type="checkbox"/> ASCII	4 of		
Record Length = 1981	5 of		Filename _____
Blocksize =	6 of		
Person to contact if we experience media problems:			
Name: _____			
Company: _____			
Telephone: () -		Ext. _____	
FAX #: () -		email address _____	

Instructions for Form FTB 3604

A Form Preparation

Prepare a separate Form 3604 for each CD, diskette, or cartridge. Also, prepare a separate Form 3604 for each type of paperless Schedule K-1 (565 or 568).

1. Header information

- All paperless K-1 files on the media must be for the same calendar period.
- Use separate transmittals if the dates are different when you send multiple sets of media.
- Use separate transmittals and media for Schedules K-1 (565) and Schedules K-1 (568).
- Do not mix original paperless Schedule K-1 files with amended, replacement, short period, or test paperless K-1 files on the CD, diskette, or cartridge.
- Use separate transmittals for original, amended, replacement, short period, and test paperless K-1 files.

2. Transmitter information

The transmitter is the entity that sends paperless Schedule K-1 files to FTB. The partnership, tax preparer, third party preparer, or software provider can be the transmitter.

3. Partnership or LLC Information

- List each partnership or LLC separately.
- Do not put partnership and LLC data on the same transmittal or media file.

4. Media characteristics

- Limit the number of files per CD, diskette, or cartridge to **20**.
- Multiple partnership or LLC files can be loaded onto a CD or diskette. It is not necessary to use a separate CD or diskette for each file.
- When using multiple cartridges, enter the sequence numbers so that we can mount them in the proper sequence.

B File Preparation

1. Affix a label with the following information:
 - Name of the transmitter.
 - Name of software provider, if other than the transmitter.
 - Type of Paperless K-1 Schedule (565 or 568).
 - Number of CDs, diskettes, or cartridges.
 - Block number if label is on a cartridge.
2. If you submit multiple CDs, diskettes, or cartridges, list the volume sequence numbers on the labels (i.e., 1 of 2, 2 of 2). If you submit only one CD, diskette, or cartridge, list it as "1 of 1".

C Shipping and Mailing Instructions

1. **Paperless Schedule K-1:** Complete this form and include it with the media. You must include it for us to process the media.

SHIPPING BY PARCEL POST

DATA EXCHANGE, K-1s, MS A-10
Franchise Tax Board
9646 Butterfield Way
Sacramento CA 95827

U.S. POSTAL SERVICE

DATA EXCHANGE, K-1s, MS A-10
Franchise Tax Board
PO Box 942840
Sacramento CA 94240-6090

2. Form 565 or 568 tax return

- Do not mail Forms 565 or 568 or any payments with the Paperless Schedule K-1 files.
- Insure that the phone number of both the general partner and preparer are on Form 565.
- Insure that the phone number of both the officer and the preparer are on Form 568.
- **Mail returns with no payments to:**
 - Franchise Tax Board
 - PO Box 942857
 - Sacramento CA 94257-0600
- **Mail returns with payments to:**
 - Franchise Tax Board
 - PO Box 942857
 - Sacramento CA 94257-0601

D Contact Information

For further information regarding magnetic media reporting, please call our Data Exchange Production Services at (916) 845-3778.